

Durham County Library  
Board of Trustees  
October 18, 1999

Attending: Bessie Carrington, presiding; Ann Craver, Nancy Wardropper, Carl Hodges, Tom French, Robert Otterbourg, Board Members; Joe Bowser, County Commissioner; John McConagha, Dale Gaddis, Pam Jaskot, staff.

Excused: Catherine Petroski

Absent: Bill Ingram, Robert Chapman

A motion was made, seconded and approved to accept the minutes of the August 16<sup>th</sup> meeting.

#### Communications

Ms. Gaddis distributed materials to update the trustee handbook. Upon Commissioner Bowser's request, Ms. Gaddis will schedule a library orientation for him. Ms. Gaddis shared a humorous article on the County's Y2K preparation and a letter requesting the library be open earlier on Sundays at the same time school reopens.

Mrs. Carrington had a phone call from Mr. Chapman stating that he was unable to continue on the Board because of a scheduling conflict. She is waiting for an official letter. The procedure is for the County Commissioners to appoint another member.

#### Financial Report

Ms. Gaddis reported that we are a quarter of the way through the fiscal year and have spent about 30% of the budget. A good portion of the materials budget has been encumbered. Mrs. Carrington asked what is happening with the North Durham building rent? Ms. Gaddis stated we are currently paying the same as last year's rent and do not have a lease. Commissioner Bowser asked if we could handle the cost of the bookmobile for the rest of the year with the unexpected repairs. Ms. Gaddis responded that funds in the vehicle supply budget could be used if necessary.

#### Art Committee

Mrs. Wardropper reported information has been collected in regards to space to place art. The space includes the branch libraries. The next step is to make a choice on how to allocate the funds and make selections. The Art committee will meet the week of October 25<sup>th</sup>.

#### Awards Committee

A draft was reviewed of procedures for a Trustees' award to a staff member. Mrs. Carrington asked who makes the decision once the nominations are made. Mrs. Wardropper said she assumed it would be the Board itself. If there are more than three nominations the Awards Committee will review and recommend 3 to the Board for their selection. Mrs. Craver moved that the draft be approved with the amendment that no one can be selected for the honor more than once in five years and that the Awards Committee will make a recommendation if more than three are nominated. Mr. Otterbourg seconded the motion. The motion was approved.

Mrs. Craver brought to the Board's attention that at the last meeting it voted to recognize Tracy Babiasz for her hard work. It was decided since the Awards Committee is not prepared to begin the awards process that Mrs. Carrington will send Tracy a letter recognizing her accomplishments.

#### Development Committee

Two initiatives are currently underway. Sandy Sweitzer is preparing an appeal to our current and potential donors. The letter crafted by Mrs. Sweitzer and Mrs. Carrington, focuses on the fact that we can't provide comprehensive library service solely on government support. The letter targets needs for AV materials, upgrading meeting rooms, computer training room, and Early Learning Centers at all branches.

The other initiative is the establishment of a library foundation. The Board has approved the development of a separate 501C3 and the Development Committee is charged with researching the matter. A subcommittee of the Development Committee will draft a mission statement for the foundation. The next meeting is November 8<sup>th</sup> at 1pm. Mr. Otterbourg asked if there has been any estimate of how much might be raised by the upcoming appeal. Mrs. Craver stated the major purpose is to raise awareness and establish the idea of giving to the library.

#### Facilities Committee

A meeting is scheduled for November 10<sup>th</sup> at 4pm. The agenda will include the CIP strategies and priorities, site selection criteria and current space needs.

#### Marketing Committee

Mr. Otterbourg reported the committee met with Pam Jaskot to review the marketing plan and discuss needs. It was decided to call the committee the Communications Committee.

Planning and Budgeting Committee    The committee has not met yet.

#### Old Business

Nancy Wardropper, Catherine Petroski and Bessie Carrington went to the NCLA Trustees meeting. The Trustees section of NCLA is going to be revived. Mrs. Wardropper will serve on the nominating committee.

#### Board Evaluation

Mrs. Craver reviewed the results of the Board's evaluation. Agreement was seen on the major priorities for the next 2 years. These were as follows:

- Establish a comprehensive marketing plan
- Establish a Development Plan
- Capital Improvement Plan
- Cooperate and collaborate with other community groups
- Reassess the strategic plan

Mrs. Craver also stated that the evaluation reflects an overall sentiment that the Board members are still struggling with the role of advisory Board.

### New Business

#### Data Base Purging Policy

Ms. Gaddis gave a history of fine collection and the purging policy. Records are purged of individuals who have not used the library in five years and owe less than \$5.00. There is a concern for children who are not being able to use the library because of old fines and also the fact that we are carrying uncollectible debts. Ms. Gaddis recommended a regular policy of purging that goes beyond the current policy. Mr. Otterbourg asked if there was any relationship between people who owed fines and also owe other taxes. This has not been determined. Mr. Otterbourg stated that if the figures of overdue fines and fees get out it could hurt our fundraising efforts. Ms. Gaddis stated that the balance column reflects the total of fines and book value. The \$34,000 is the value of books still out.

Mrs. Wardropper was concerned that we were canceling cards of people who don't check out books. She uses the library all the time, but doesn't check out materials. Ms. Gaddis stated the policy usually affects individuals who have moved and that regular purging is necessary to keep the database current. The State Library requests the 3-year purging so statistics can be comparable.

Commissioner Bowser asked about developing an inactive list. Ms. Gaddis stated that purging is like an inactive list. Mrs. Wardropper made a motion to adopt the proposal purging policy. The motion was seconded by Mr. Otterbourg and approved.

Ms. Gaddis reviewed the plans for Fine Free month in December. The library is recommending not charging overdue fines on materials returned in December. The promotional idea would tie in with starting the new millennium with a clean slate and how important it is to return overdue materials.

Commissioner Bowser suggested pursuing the idea of attaching overdue fines to an individual's tax bill. Ms. Gaddis noted that one problem is that tax bills only come out once a year and individuals return books all the time.

Mrs. Craver made a motion that December be amnesty month. Mrs. Wardropper seconded and the motion was approved.

Next Meeting: Sheryl Anspaugh and John Lubans will lead the Board in a focus group similar to the focus groups they are doing in the community. Location to be determined.

### Director's Report

The County Manager is preparing a CIP packet for Commissioners' deliberation in November. He requested that Ms. Gaddis break out our CIP by facility. Commissioner Bowser said this is an issue County Commissioners will take up next year.

Ms. Gaddis reported we still do not have a lease for the North Durham Branch. The County Attorney revised the original lease proposal, which was written in 1987. The rewritten lease has gone back to the facility owner. The Purchasing Director is in the process of negotiating. Another possible site has been identified. The best scenario would be to stay where we are until we can build a new facility.

Ms. Gaddis handed out materials on remote access to NC LIVE and the NC Collection web site.

Mrs. Craver asked to see the reference guidelines that were mentioned in the Director's report. Mrs. Carrington asked where the survey was located on the web page.

A motion was made to go into closed session to discuss the Director's evaluation. The motion was seconded and approved.

The Board reconvened in open session at 5:55 and passed a motion to adjourn.

Respectfully submitted,

Dale Gaddis